

**Agenda** (Note: All times are tentative)

**I. 1p Chair Harbage, Welcomes and Opens Meeting**

- a. Chair Harbage called the meeting to order at 1:04p
- b. Roll Call
  - i. Commissioners present: Chair Rebecca Harbage, Vice Chair Morgan Hubbard, Commissioners Kevin Myhre, Don Jones, Kami Kirchberg, Karen Moses, Doug Mitchell, Eric Strauss, Jim Swan, Donnie Wetzel,
  - ii. Guests and Staff present:
    1. *Guests:* Dannette Fadness and Josh Vanek, Montana Campus Compact; Samara Lynde, RSVP; Harley Brown, Justice for Montanans; Elaine Dahl, Healthy Mothers Healthy Babies
    2. *OCS Staff:* Sarah Sadowski, Director; Joe Naiman-Sessions, Program Officer; Keena Irby, Fiscal Officer; Alyssa Mathieu, Communications Specialist; Kristina Jordan, Grants Specialist; Dani Woods, Training Specialist; Allie Shepler, Administrative Specialist
- c. Introductions, All
- d. Opening Activity led by Chair Harbage
  - i. Commissioners, staff, and guests shared their favorite holiday tradition.
- e. Approval of [October 13, 2022 Minutes](#)
  - i. Commissioner Moses made a motion to approve, and motion was seconded by Vice Chair Hubbard. *Minutes approved.*
- f. Commissioner Reports & Updates: recent volunteer & OCS engagements
  - i. Commissioner Moses attended the 37<sup>th</sup> annual Festival of Trees, a fundraiser in Billings for the Family Tree Nurturing Center to provide the necessary resources to families in need to help prevent child abuse and neglect. There were around 46 volunteers and 5-6k attendees.
  - ii. Chair Harbage volunteered at Helena Food Share with the Department of Environmental Quality creating holiday meal boxes before Thanksgiving. They will serve again on Dec 28<sup>th</sup> creating emergency food boxes at Helena Food Share.

**II. 130p AmeriCorps Office of Regional Operations Update**, Donald Lovejoy, Senior Portfolio Manager

- a. The agency is operating under continuing resolution until Dec 16<sup>th</sup>, based on last year's funding levels.
- b. Just welcomed two new Portfolio Managers, Maryon Bradshaw and Kate Klitgaard, to this region and hoping to onboard a few more Portfolio Managers and VISTA Recruiter early next year. We are expecting that one of those will be assigned to work in our subregion, covering the states of Idaho and Montana.
- c. Currently recruiting for Senior portfolio manager for west region. Posted on USA jobs <https://www.usajobs.gov/job/687948300> [usajobs.gov] open until 12/23.

- d. Some Regional office staff visited Bozeman, MT and met with Montana Conservation Corps, Human Resource Development Council's RSVP program, as well as VISTA members serving with Bozeman High School.
- e. AmeriCorps Seniors recently announced their [FY 2023 AmeriCorps Seniors Native Nations and Indigenous Elders Senior Demonstration Program \[americorps.gov\]](https://americorps.gov). The due date is Wednesday, April 5, and is open to any proposals that reflect the needs of Indigenous and Native communities served by the applicant's proposed program.
- f. Commissioner Swan asked about AC grants for tribes and whether it is always considered federal funding and what can be used for match. Commissioner Lovejoy answered it is all federal funding, and match is usually dependent on the federal agency.

### III. 145p Director's Update, Director Sadowski

- a. Staffing, AC Alums, Confidentiality Statement
  - i. Introduced new Training Specialist Dani Woods.
  - ii. Working to get a Carroll college intern for spring semester for expanding alumni network and fundraising for the outdoor organ donor memorial.
  - iii. Gift of Life trees honoring donors can be found in the Capitol and Department of Motor Vehicles in Helena.
  - iv. On December 5, 2022, the Capitol Complex Advisory Council approved and recommended for legislature to amend law about capitol complex to allow for the building of an outdoor organ donor memorial.
  - v. Last Best Alumni Council, a network of AmeriCorps alums in Montana, has the framework built and a survey has been sent out with about 30 responses within a few days.
  - vi. Close of service for Big Sky Watershed Corps and MT State Parks AmeriCorps occurred the week before Thanksgiving and OCS got to attend.
  - vii. Please sign and return Confidentiality statements via mail or email.

### IV. 200p Governor's Office of Community Service Updates

- a. ServeMontana, Alyssa Mathieu, Communications Specialist
  - i. Youth ServeMontana Scholarships
    - 1. Two tiers: 50-99 hours apply for \$1K scholarship and 100+ hours apply for 1.5K scholarship for attending MT Campus Compact institutions.
    - 2. Applications are now open.
  - ii. ServeMontana Awards, nominate
    - 1. Awardee distinctions include:
      - a. Individual
        - i. Youth (17 years old and younger)
        - ii. Young Adult (18 to 25 years old)
        - iii. Engaged Citizen (26+ years old)
        - iv. Lifetime Achievement (55+ or posthumous)
        - v. Veteran or Military Personnel
        - vi. AmeriCorps, State & National, VISTA, or NCCC Alums
      - b. Groups
        - i. Group Service Award (nonprofit, faith-based, general)

- ii. Business Service Award (*small, mid-size, large, entrepreneur/ partnership, enterprise/ corporation*)
  - iii. Commissioner Highlight – please fill out survey for newsletter highlights.
  - iv. Please share alumni survey (link in newsletter and on social media) through your networks.
- b. Financial, Keena Irby, Fiscal Officer
  - i. Financial Snapshot was provided and reviewed
  - ii. Honorarium end of year report out
    - 1. Please submit honorarium forms to claim or waive part or all the honorarium for the year
    - 2. Honorariums will be renewed on a yearly basis and can be waived via email to [serve@mt.gov](mailto:serve@mt.gov)
- c. AmeriCorps, OCS staff
  - i. Grants update: Competitive & Formula, Joe Naiman-Sessions, Program Officer
    - 1. Thank you to Commissioners Myhre, Wetzel, and Kirchberg for volunteering in the grant review workgroup on November 16<sup>th</sup>, they were joined by Ken Soderberg, community volunteer and former AmeriCorps Program Director at Fish, Wildlife & Parks.
    - 2. OCS will conduct another round of Formula Planning Grants in Spring of 2023. If Commissioners are aware of organizations that are interested and/or could use AmeriCorps support, please encourage them to consider the planning grant opportunity. OCS accepts AmeriCorps Concept Papers as the first step to consult with organizations on fit for AmeriCorps resources. Concept Papers are due February 20<sup>th</sup> for spring formula planning to allow consultation prior to grant review.
      - a. Concept Paper document can be found at:  
<https://serve.mt.gov/ameriCorps/ameriCorps-grants/Concept-Paper-Final.pdf>
    - 3. Typically, the Grant Review Workgroup tries to retain reviewers from the Fall to Spring competitions but are aware of commissioner changes that will need to happen. OCS will ask for volunteers for spring formula grant review workgroup at March meeting. Formula Grant Review Workgroup typically happens in May.
  - ii. MLK National Day of Service, Jan 16, 2023, Alyssa Mathieu, Program Specialist
    - 1. Many streams of service will unite for the MLK Day of Service across Montana
    - 2. Read for Peace with MTCC across the state as a service opportunity for community volunteers and Commissioners.
  - iii. ServeMontana Symposium call for presenters, Kristina Jordan, Grants Specialist
    - 1. 96 days until the 2023 ServeMontana Symposium!
    - 2. Theme announced – Service: A Montana Treasure
    - 3. Breakout and presenter proposals are due Jan 6<sup>th</sup> for priority deadline and January 13<sup>th</sup> for a final deadline.

- a. Breakout sessions are 60-75 minute sessions and topics can include but are not limited to service life, member wellness, and life after service.
4. Please share call for proposals or share a potential presenter name with us. Learn more here, <https://serve.mt.gov/ServeMontana/servemontana-symposium>

**V. 220p New Business,**

- a. AmeriCorps Grant Review Workgroup Recommendation, Commissioner Myhre – action item
  - i. Commissioner Myhre made motion to accept the funding recommendation as proposed. Commissioner Straus seconded the motion. *Motion was approved unanimously.*
- b. ServeMontana Award Workgroup – formation
  - i. Chair Harbage, Vice Chair Hubbard, Commissioner Jones, and Commissioner Mitchell volunteered for workgroup. This group will also have a member of the Montana Credit Union Network.
  - ii. ServeMontana Awards will be held June 23, 2023 in the Montana State Capitol.

**VI. 230p Public Comment**

- a. Josh Vanek and Danette Fadness from MTCC shared thanks for Grant Review Workgroup and shared that the feedback will make their application stronger.

**VII. Meeting Adjourned at 2:21 pm.**

***Next regularly scheduled Commission meeting Wednesday, March 15, 2023***

***ServeMontana Symposium, March 15-17, 2023***

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